

## Overviews of Lotus Sametime, Quickplace, Domino.doc, and Lotus Workflow

### Lotus Sametime

Lotus Sametime is real-time collaboration software that allows coworkers to collaborate over the internet in several different ways. Users may send 'chat' messages, start instant meeting, or plan a scheduled meeting. Scheduled meetings can be: collaboration; Moderated presentation or Demo; or a Broadcast Meeting. Scheduled meetings can recur at a given time (each day, week, or month), and can be recorded for others to view later.

Among the features provided by Lotus Sametime are the following:

- Users of the system have constant visibility to who else is at their computer
- Ability to send a 'chat' message
- Start an instant meeting and add tools as needed
- Schedule a meeting in the future
- Meetings can be set up to recur at specific times
- Meetings can also be recorded for others to view at a later time.
- The following tools may be used during meetings:
  - Meeting room chat
  - Hand raising
  - Polling
  - Computer audio and video
  - Whiteboard
  - Screen share / Program share

### Lotus Quickplace

Lotus QuickPlace is the self-service Web tool for team collaboration. QuickPlace instantly creates a secure and central workspace on the Web structured for immediate participation.

QuickPlace is used to:

- Coordinate: people, tasks, plans, and resources
- Collaborate: share ideas and discussion, resolve issues, co-author documents, exchange files, manage due diligence
- Communicate: actions & decisions, key findings and lessons, publish knowledge captured to a broader base of readership

## Domino.doc

Domino.Doc is a document and content management software package that allows organizations to capture, store, retrieve, and distribute content across the Internet using desktop applications, Web browsers, or any Lotus Notes client. Domino.Doc manages documents throughout their life cycle from authoring through review, approval, distribution, and archiving.

Among the features provided by Domino.Doc are the following:

- The ability for groups of individuals to collaborate on a set of documents if they authors, reviewers, or managers.
- The ability to capture, store, retrieve, and distribute documents across virtual communities, from Notes clients, Web browsers, or direct from ODMA-enabled Windows applications.
  - A familiar metaphor of library, file rooms, file cabinets, folders, and documents.
  - An enterprise library for storing documents
  - Management of documents throughout their life cycle - from authoring through review, approval, distribution, and archiving.
  - Support for all the key functionality users need, like version control, check-in and check-out, document profiling, and search and retrieve, all on top of a robust, secure Domino environment.
  - The ability to integrate with Domino.Doc Storage Manager for cost-effective document storage.
  - A program built on Domino architecture for scalability replication.
  - Full intranet and Internet accessibility.
  - The ability to integrate with Domino Workflow to leverage its powerful workflow capabilities.
- Manages the entire document life cycle:
  - Authoring
  - Review and approval
  - Distribution
  - Consumption
  - Archiving

Domino.Doc satisfies the following needs:

- Centralized document repository. Domino.doc enables you to have a common place to store electronic documents, instead of storing them on various file servers and desktop machines located around the country. This provides a consistent and logical way to store documents.
- Review and approval cycle management. Domino.doc enables you to define review and approval cycles by document type so that all documents of a particular type will pass through a set of reviewers and approvers before they are available to end users. This helps the appropriate managers to have full control over documents.
- Document searching. The document profile feature enforces the capture of key document search terms so that you can easily search and retrieve documents. You provide necessary and important profile information for each document; later you can search for a document based on this profile information. This reduces the time spent on searching and retrieving documents.
- Data integrity. Version control and content update control, using document check-in and check-out features, ensure data integrity. You can check out documents for changes, and other can still browse and read them but not make changes that will overwrite yours. In this way, only

the correct and latest information will be available. Domino.doc authenticates web users before granting them access to the data. You can have security at the file cabinet, binder, and document level. This way you are able to protect your criteria business information from unauthorized access.

## **Lotus Workflow**

Lotus Workflow allows the standardization and streamlining of time consuming repetitive processes. Workflow will create applications that can perform these routines quick and consistently.

Among the features provided by Lotus Workflow are the following:

- Lets users see their work assignments as part of a flow diagram
- Automatically assigns activities to a substitute if someone isn't available.
- Warns of missed deadlines and unclaimed activities.
- Parallel routing lets several tasks be done simultaneously.
- Lets users check the status and context of a workflow instance or job from their web browser.
- Integration with Lotus Sametime, providing instant messaging capabilities so you can keep everyone in the process loop involved as needed.

Lotus Workflow satisfies the following needs:

- Replaces paper based processes
- Faster processes, shorter turnarounds
- Visual interface
- Enhanced process control
- Handles deadlines
- Automates tasks
- Distributes work
- Defines your processes better and faster